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| DDA Registry |
| 79-3839 |

DDA REGISTRY
FILE: Commo

MEMORANDUM FOR: Director, National Foreign Assessment Center
Deputy Director for Operations
Deputy Director for Science and Technology

FROM: Don I. Wortman
Deputy Director for Administration

SUBJECT: New Cable Output Format

1. The Cable Secretariat Branch will begin to use a new print format for cables disseminated in hardcopy, effective 24 December 1979. The new format, with print somewhat reduced in size from that in current use, will be used first on a three-month trial basis. Its effectiveness in improved cable service and its cost efficiencies will be evaluated during that time. Samples of an "outgoing" and an "incoming" cable using the new print format are attached for your information.

2. Use of the new cable format will significantly reduce the manual output processing steps associated with the cable dissemination system. In addition, the new format will result in time, manpower and material savings to the U.S. Government. In fact, it will increase to 97 percent the number of cables that can be reproduced on one sheet of paper. Only 35 percent of the cables processed can be printed on one sheet now.

3. During the next three months, the new cable format will be given phased implementation. While the change is not drastic, it will take some adjustment time. In the interest of providing you with better service, at anticipated cost reductions to the Agency, your full support and that of your Directorate personnel during this evaluation period will be appreciated.

Don I. Wortman

Attachments:

- A. Outgoing Cable Sample
- B. Incoming Cable Sample

25X1

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SUBJECT: New Cable Output Format

Distribution:

- Orig - Addressees w/atts
- ~~2~~ - DDA w/atts (OMS Memo Attached FYI Only)
- 1 - Return to D/CO w/o atts.

X1
ORIGINATOR:

Director of Communications

18 JUL 1979

Date